*Please provide the following information, and submit to the NOAA DM Plan Repository.*

**Reference to Master DM Plan (if applicable)**

*As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.*

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

## 1. General Description of Data to be Managed

### 1.1. Name of the Data, data collection Project, or data-producing Program:

Vessel Permit System Data Set

### 1.2. Summary description of the data:

GARFO issues federal fishing permits annually to owners of fishing vessels who fish in the Greater Atlantic region, as required by federal regulation. These permits are required to be renewed annually. Intra-year applications are required if the vessel owner adds or drops permitted fisheries, changes the vessel's name or ownership. The dataset includes information on vessels, owners, permitted fisheries, and gear types. This dataset describes the back-end tables that store the VPS data. It tracks a vessel's permit status, including when a permit has been cancelled due to CPH (confirmation of permit history) issuance.

### 1.3. Is this a one-time data collection, or an ongoing series of measurements?

Ongoing series of measurements

### 1.4. Actual or planned temporal coverage of the data:

1987 to Present

### 1.5. Actual or planned geographic coverage of the data:

This dataset includes information on vessels and their respective fishing permits that fish primariy in Northeast and MidAtlantic states, from ME to NC, or in fishing areas under the authority of the Greater Atlantic Region Fisheries Office.

### 1.6. Type(s) of data:

*(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)*
Table (digital)

### 1.7. Data collection method(s):

*(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)*
Instrument: Not Applicable
Platform: Not Applicable

Physical Collection / Fishing Gear: Not Applicable

**1.8. If data are from a NOAA Observing System of Record, indicate name of system:**

**1.8.1. If data are from another observing system, please specify:**

## 2. Point of Contact for this Data Management Plan (author or maintainer)

**2.1. Name:**
Stephen R Cohen

**2.2. Title:**
Metadata Contact

**2.3. Affiliation or facility:**

**2.4. E-mail address:**
steve.cohen@noaa.gov

**2.5. Phone number:**
978-281-9281

## 3. Responsible Party for Data Management

*Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.*

**3.1. Name:**
Ethan J Hawes

**3.2. Title:**
Data Steward

## 4. Resources

*Programs must identify resources within their own budget for managing the data they produce.*

**4.1. Have resources for management of these data been identified?**
Yes

**4.2. Approximate percentage of the budget for these data devoted to data management ( specify percentage or "unknown"):**
Unknown

## 5. Data Lineage and Quality

*NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.*

**5.1. Processing workflow of the data from collection or acquisition to making it publicly**

**accessible**
*(describe or provide URL of description):*

Lineage Statement:
Applicants submit paper applications, and data is entered by NOAA staff via an internal user interface.

Process Steps:
- N/A (Citation: N/A)

**5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:**

**5.2. Quality control procedures employed (describe or provide URL of description):**
QAQC on permit issuance systems is performed regularly by a staff of permit specialists whose responsibility it is to enter and manage this data.

## 6. Data Documentation

*The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.*

**6.1. Does metadata comply with EDMC Data Documentation directive?**
Yes

**6.1.1. If metadata are non-existent or non-compliant, please explain:**

**6.2. Name of organization or facility providing metadata hosting:**
NMFS Office of Science and Technology

**6.2.1. If service is needed for metadata hosting, please indicate:**

**6.3. URL of metadata folder or data catalog, if known:**
https://www.fisheries.noaa.gov/inport/item/16840

**6.4. Process for producing and maintaining metadata**
*(describe or provide URL of description):*
Metadata produced and maintained in accordance with the NOAA Data Documentation Procedural Directive: https://nosc.noaa.gov/EDMC/DAARWG/docs/EDMC_PD-Data_Documentation_v1.pdf

## 7. Data Access

*NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by*

*security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.*

**7.1. Do these data comply with the Data Access directive?**

No

**7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?**

No

**7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:**

Access is restricted to personnel authorized in accordance with NOAA Administrative Order 216-100. A signed non-disclosure agreement must be on file for all authorized personnel. The IRM help desk or APSD Data Request staff are the POC for non-disclosure forms.

**7.2. Name of organization of facility providing data access:**

Greater Atlantic Regional Fisheries Office (GARFO)

**7.2.1. If data hosting service is needed, please indicate:**

Not needed

**7.2.2. URL of data access service, if known:**

http://www.greateratlantic.fisheries.noaa.gov/aps/permits/index.html

**7.3. Data access methods or services offered:**

Access to data is governed by 50CFR600 - Confidentiality of Information. Access by state fishery management agency staff and Fisheries Management Council staff may be allowed through Memorandum of Understanding that are signed by the Greater Atlantic Regional Administrator and Directors of the State Agency or Councils that describe the need and uses of the data and list the individuals who will have access to the data. Contractors may be granted access provided they are working under contract to NOAA or a cooperating partner (state, Council, Commission) on a specific project under the oversight of a partner.

**7.4. Approximate delay between data collection and dissemination:**

24 hours

**7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:**

## 8. Data Preservation and Protection

*The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.*

**8.1. Actual or planned long-term data archive location:**
*(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)*

NCEI_MD

**8.1.1. If World Data Center or Other, specify:**

**8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:**

**8.2. Data storage facility prior to being sent to an archive facility (if any):**

Greater Atlantic Regional Fisheries Office - Gloucester, MA

server room

**8.3. Approximate delay between data collection and submission to an archive facility:**

None

**8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?**
*Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection*

Access to this data is tightly controlled. Most access is read-only. Write access is given only after data owners have authorized (accompanied by a signed NDA), and data is usually edited via an access controlled application. Data is QAQC'd on a regular basis by authorized personnel, and backed up both to disk and tape on a daily basis.

## 9. Additional Line Office or Staff Office Questions

*Line and Staff Offices may extend this template by inserting additional questions in this section.*